



Downtown Development Authority (DDA) Temporary Gateway Sign Banner Application (Only)

Banner Use Fees (due after DDA approval):

Blue Star Highway & Center Street	\$35 per use
Blue Star Highway & Main Street	\$25 per use
Both locations used simultaneously	\$50 per use
Reoccurring events with more than 5 uses per year	\$10 per use

The Village of Friendliness - Since 1870

Application Checklist

- ☐ A Completed and Signed Downtown Development Authority Temporary Gateway Sign Banner Application

Note: Applications may be submitted up to 90 days prior to the requested display date and must be submitted no less than 30 days prior to the requested display date. Applications are reviewed by the DDA Board at its regular monthly meeting on the fourth Wednesday of each month. **Placement of Temporary Gateway Sign Banner is on a first come, first serve basis and pending DDA approval.**

- ☐ Rendering or graphic of proposed temporary banner

Conditions of Banner Display:

- One week prior to the event until 24 hours after the event
- The banner must be securely fastened and meet safety standards
- Banners must be weather-resistant
- Banners must not contain offensive or inappropriate content
- Banners must not be larger than 94" wide x 24" high

Applicant Information:

Name: Susan Poolman Organization: Douglas Farmers Market
Phone Number: (269) 227-3448 Email Address: DouglasFarmersMkt@gmail.com
Address / PO Box: PO Box 12 City: Douglas State: MI Zip: 49406

Banner Information/Location: ☒ Blue Star Highway & Center Street ☐ Blue Star Highway & Main Street ☐ Both Locations

Event/Promotion Name: Douglas Farmers Market

Requested Display Date(s): Tuesdays June - Sept Monday am to Tuesday pm 05/31 - 09/28 (18 Tuesdays)

Community / Business / Event Promotion:

Describe how this banner promotes a business, community event, or activity that benefits the City of Douglas.

We're heading into our fourth season of the DFMkt, and once again, the banner will play a key role in promoting the market, drawing both locals and visitors to Downtown Douglas. Our vendors have done an outstanding job supporting and showcasing the incredible local galleries, diners and shops that make Douglas so special. 2026 was another successful year and we're excited to see what the 2027 DFMkt season brings!

Submission of this application does not guarantee approval. All applications are pending approval by the Downtown Development Authority. If approved, the applicant will receive an email confirming the approved location(s), approved display date(s), and fee total payable online at (tinyurl.com/PayItOnline).

Susan L. Poolman
Signature of Applicant

October 7, 2026
Date

CITY INFORMATION - DDA Approval Date: _____ Total Fee: _____ Paid Date: _____